

# Annual Report 2017



**etb**

Bord Oideachais agus  
Oiliúna Dhún na nGall  
Donegal Education and  
Training Board



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## *Our Vision*

*‘Excellence in the delivery of a quality, learner-centred education and training service’*

## *Our Mission Statement*

*‘To promote, provide and support accessible and inclusive education and training which enables young people and adults to empower themselves to reach their full potential in a safe and caring environment’.*

## **Members of Donegal ETB 2017**

Ms. Regina Grant <b>Chairperson</b> Disability Federation of Ireland		
Clr Niamh Kennedy	DCC	Clr Martin Harley      DCC
Clr John Campbell	DCC	Mr Geoffrey Browne      Parent Nominee
Clr Albert Doherty	DCC	Ms Bernie Mulhern      Parent Nominee
Clr Gary Doherty	DCC	Mr Noel Rodden      Staff Nominee
Clr Rena Donaghey	DCC	Ms Joanne Irwin      Staff Nominee
Clr Martin Farren	DCC	Mr Philip McGlynn      ISME
Clr Jimmy Kavanagh	DCC	Mr Gabriel O Donnell      NALA
Clr Michael McBride	DCC	Mr Patsy McVicar      JMB/NAPD/ACCS
Clr Liam Blaney	DCC	Ms Bernadette Ní Dhuibhir      Foras na Gaeilge
Clr Martin McDermott	DCC	Clr John Sheamus Ó Fearraigh      DCC





## Donegal ETB Board 2017 - Composition

The Membership is comprised of **21 Members** elected under the provisions of Section 30 of the Education and Training Boards Act, 2013, ie:

- (a) 12 Members nominated by Donegal County Council under **Section 30 1 (a)** following the Local Authority Elections;
- (b) 2 Members who are members of staff. **Section 30 1 (b)**  
Two Staff Nominees have been elected;
- (c) 2 Members of Parent Representatives. **Section 30 1 (c)**  
Two nominated by Parents Association;
- (d) 5 Members appointed in accordance with **Section 30 subsection (11)**  
Nominating Bodies as specified by the Minister under this Section emanate from specialist interests/areas including:

No 1. Bodies' representative of Business, Industry and Employers (one)

No 2. Bodies' representative of Learners (one)

No 3. Bodies' representative of Persons engaged in the management of, or leadership in, recognised Schools (one)

No 4. Bodies' which are not in the above three designated categories (two)

Donegal ETB appointed 5 Members from:

ISME; NALA; JMB/NAPD/ACCS; Disability Federation of Ireland and Foras na Gaeilge.

### Representation/Meetings

- The Term of Office of Donegal ETB is five years.
- The Board meets regularly every six weeks. In 2017, the Board met on eight occasions.
- The Chairperson and Deputy Chairperson are elected annually in October of each year.
- Donegal ETB appoints 4 of its Members or Representatives to each Board of Management of Donegal ETB Schools and Colleges for the term of Office of the Board.
- Members or its Representatives are also appointed to the Boards of Management of the ETB's eight Trustee Community and Comprehensive Schools and Colleges.
- 4 Members are appointed to the LYIT Governing Body.

Members also sit on various Committees of the Board, mainly the Audit and Finance Committees.









## From Chief Executive and Chairperson

Another year and more work done.

The Department of Education and Skills published **An Action Plan for Education 2017** which is part of its Strategy Statement 2016-2019 and a DEIS Plan following a national review of the DEIS scheme, aimed at making Ireland's education and training system the best in Europe by 2026 with some 400 specific actions planned during 2017 grouped under 5 goals:

- Improve the learning experience and the success of learners.
- Improve the progress of learners at risk of educational disadvantage or learners with SEN.
- Help those delivering education services to continuously improve.
- Build stronger bridges between education and the wider community.
- Improve national planning and support services.

Donegal ETB was proud to play its part in the work towards achieving these goals.

**Donegal ETB is the largest education provider in the county** with a total of 26,000 students and learners completing education and training with it in 2017. It manages 15 out of the 27 post-primary Schools in Co Donegal, Gartan Outdoor Education and Training Centre and Donegal Music Education Partnership and has legal responsibilities for Youth Work. It is the largest provider of Further Education and Training (FET) in the county with over 11,000 learners completing courses with it in 2017.

Further progress within the **FET Service** has occurred with the development of a new project with the Regional Skills Forum to establish closer links with the IT industry in Donegal through establishing its education, training and future skills needs. The FET Review and Planning Seminar held in September was attended by over 160 staff from across the service. Professor Kathleen Lynch from UCD addressed attendees on Equality and Education.

The introduction of Phase **2 of the Organisational Design** for the reconfiguration of ETBs saw the commencement of a data gathering exercise which will inform the decisions of the DES in relation to how ETBs are to be staffed into the future. All ETBs are participating in this project.





Further changes to the ETBs saw the establishment of the **ETBI Religion and Diversity Group** and as CE I have attended a number of these meetings. The group is working to formulate a position on the ethos of our Schools for national discussion and also oversees discussions on Community National Schools.

Brexit became more topical in 2017 and I was pleased, as Chief Executive, to be invited to address the Seanad Special Select Committee in June on the UK's withdrawal from the European Union. There is still much clarity and discussion on this issue required over the next year at inter-governmental level.

The **Big Sing** brought music to our ears. The ETB *One Voice Choir* staged an uplifting performance in March at An Grianan Theatre where our students and learners joined staff of Schools, colleges and centres across the organisation to perform for the public.

Donegal ETB was delighted to host the **Joint Seminar of ETBI**, an event which brought together the CEs and Directors from the 16 ETBs in the country. Some 70 Chief Executives and Directors of the 16 ETBs attended a most successful event with excellent media coverage for Gartan, Donegal ETB and the county as a whole. The seminar addressed communications, governance, workplace well-being, current issues for ETBs and teamwork. Donegal ETB showcased Gartan as an outstanding Outdoor Education and Training facility and delegates participated in outdoor activities in the sunshine. Our Music Education Partnership provided entertainment and a huge team effort is acknowledged which made the event such a success.

We said farewell to Ursula MacPherson who retired as Director of Gartan after 27 years of service and we welcomed Ciaran O'Brien as the new Director of the Centre.

We were delighted to have participated in and contributed to community spirit in the overall **Letterkenny Tidy Towns Awards** and to be awarded a prize in the 'Flower Display' Category of the Tidy Towns Cleaner Community Campaign for our Main Office here in Letterkenny.



We ended the busy year in style with the **DMEP Christmas Concert** which was a sell out at An Grianán Theatre on Sunday 17th December 2017. The concert featured the Donegal Youth Orchestra; Donegal Chamber Orchestra; Donegal Youth Choir; Junior choirs from Carrick, Letterkenny and Dungloe; Jazz outfit Saxtet and the Errigal Singers.

Our newly established **Communications Advisory Group**, chaired by myself as CE, hopes to improve and enhance the quality of our communications, both internally and externally. It is important that we inform and engage with the communities of County Donegal which we are proud to serve. We are currently preparing our workplan and look forward to new and innovative methods of connecting with our stakeholders.

Finally, as Chairperson and Chief Executive we wish to pay tribute to each and every one of you who have helped and contributed to the organisation in delivering a quality service across all areas of the county.



Anne McHugh  
Chief Executive



Regina Grant  
Chairperson 2017



# Overview

In respect of services provision and supports, Donegal ETB is required by the Education and Training Boards Act 2013, to prepare, adopt and publish a five-year Strategy Statement (priorities, objectives and strategies). In 2017, Donegal ETB completed its five year Strategy Statement for the years 2017 - 2021 entitled “Lean ar Aghaidh”. Donegal ETB is also statutorily required to adopt and publish an Annual Service Plan (services proposed together with estimated income and expenditure) and submit same to the Department of Education and Skills. Finally, Donegal ETB is required to publish an Annual Report to report on the performance of its functions.

Donegal ETB is primarily accountable to the Department of Education & Skills for the delivery of its second-level education programmes and, via SOLAS, the Further Education & Training Authority, for the delivery of an extensive range of Further Education and Training (FET) Services.

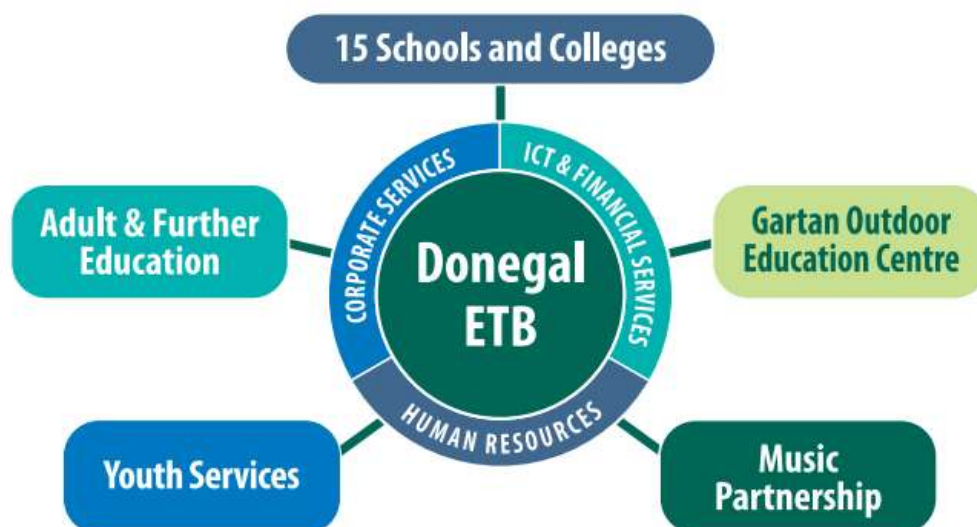
Donegal ETB enters into an annual Service Level Agreement (SLA) with SOLAS, setting out its training targets and commitments.

The Administrative Offices are central to Donegal ETB operations and act as the hub for all ETB Schools and Centres. The administrative functions are delivered through a three-strand structure comprising of Corporate Services (*Compliance, Health and Safety, Procurement and Estates Management*), Human Resources and I.T/ Finance.

The Principals and Managers of our Schools and Centres are responsible for their day-to-day management and operations. Donegal Education and Training Board has 21 Members comprised of Members of Donegal County Council and approved bodies as specified by the Minister. The Board meets every six weeks.



## Donegal ETB provides the following Services



- Second Level Education is served by fifteen Schools and Colleges (two of which are Gaelcholáistí and three Gaeltacht Schools) and its two Island Schools in Arranmore and Tory.
- The Further Education and Training (FET) Service has 17 dedicated Centres located in Gort a' Choire, Gaoth Dobhair, Buncrana, Glengad, Donegal Town (Ardscoil and Drumcliff), Letterkenny (Ballyraine, Kilmacrennan Road and Ard O'Donnell), Ballyshannon, Milford, Lifford Youthreach, Buncrana Youthreach and Finn Valley. Post Leaving Cert (PLC) Courses are delivered in three ETB Schools: Errigal College, St Catherine's Killybegs and Finn Valley College. The FET Service also works collaboratively with 140+ community, voluntary, statutory and private bodies to deliver its programmes across the county.
- Childcare support facilities are located in three Crèches attached to the FET Centres in Milford, Letterkenny and Buncrana (the Gortahork facility closed in 2017).
- The Adult Guidance and Information Service offers impartial and confidential information, advice, guidance and counselling to adults on the education and training options that are available both within Donegal ETB and elsewhere.
- Outdoor Education and Training is facilitated by Gartan Outdoor Education and Training Centre on its extensive facilities and 87 acre estate.





- Music tuition covering voice and a wide range of instruments is provided by the Donegal Music Education Partnership to primary and second-level students throughout the county. The DMEP also has 11 performing groups, including the Donegal Youth Orchestra.
- The provision of a Drugs and Alcohol Studies Courses in partnership with the University of Limerick to Counties Donegal, Leitrim and Sligo through its Coordinator based in the Donegal ETB offices.
- Five School Completion Programmes under the aegis of TUSLA, National Education Welfare Board and the Home School Liaison Programme.
- Obligations and responsibilities for the provision of the Youth Work Services Programmes throughout the County under the Youth Work Act and the Donegal ETB Youth Officer.
- Working in Partnership with Donegal Sports Partnership and with the Children and Young Peoples Services Committee in the development of strategies for the County.









## Provision and Development of Services

The Strategy Statement originally arose from the provisions of Sections 9 and 30 of the Vocational Education (Amendment) Act, 2001 whereby the Chief Executive is charged with drafting a five year Education Plan for the organisation. Under the provisions of the new legislation, the Education and Training Boards Act, 2013, a new Strategy Statement was compiled in 2017, encompassing the new challenges as an ETB for the five year period 2017-2021.

Donegal ETB launched its Strategy Statement 2017-2021, *Lean ar Aghaidh*, in December 2017. The Strategy sets out the ETB's Mission over the next five years *'to promote, provide and support accessible and inclusive education and training which enables young people and adults to empower themselves to reach their full potential in a safe and caring environment'*. The implementation of the Strategy Statement will inform the ETB's work which will be monitored by the Board of Donegal ETB.

The Strategy Statement can be read on the Publications section of Donegal ETB's website at <https://www.donegaletb.ie/corporate/publications/>

### Key Themes:

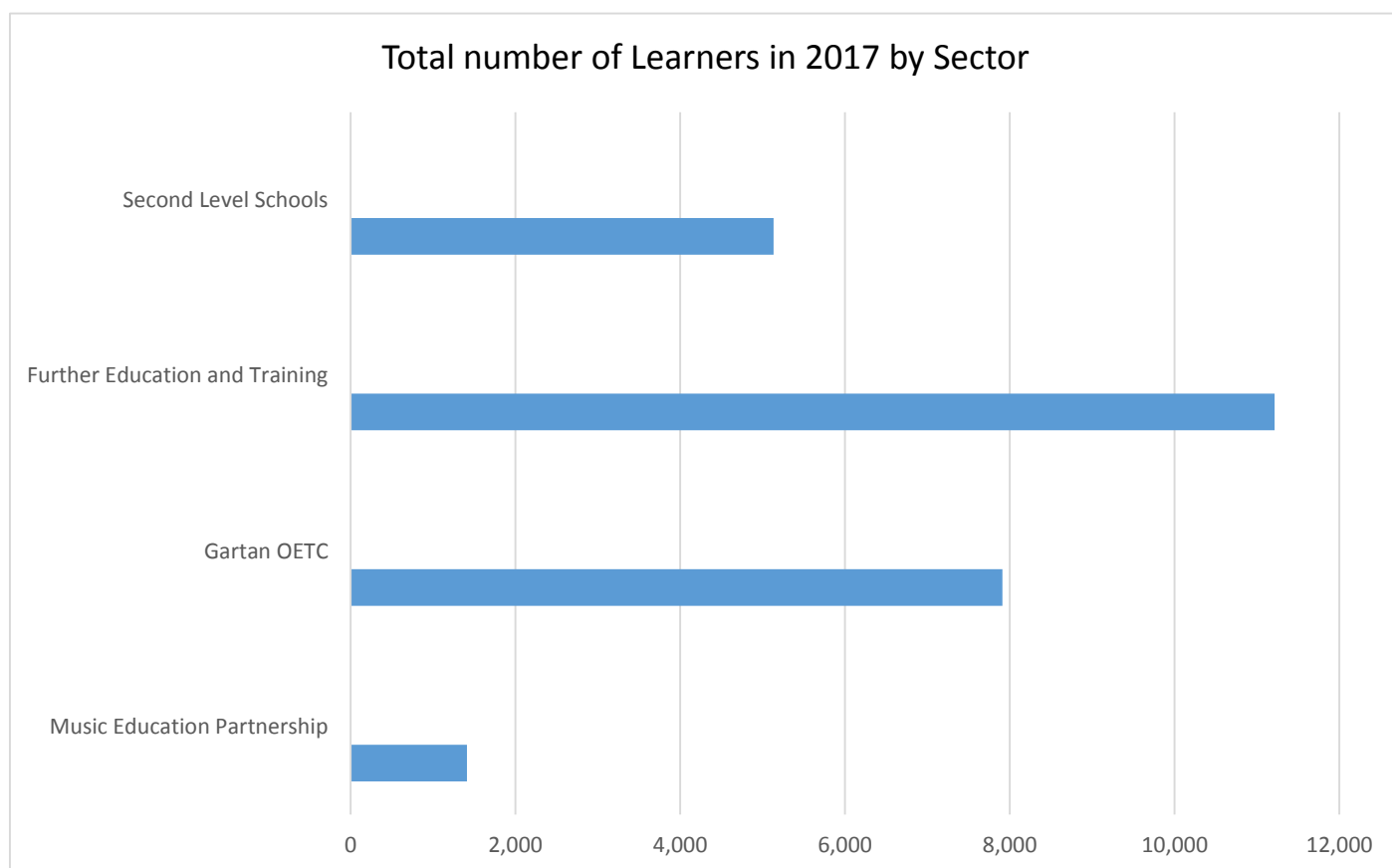
1. Teaching and Learning
2. A Progressive, Accountable Organisation
3. Working with Partners



## Overview Provision Participation Numbers 2017

### Total number of Learners in 2017 by Sector:

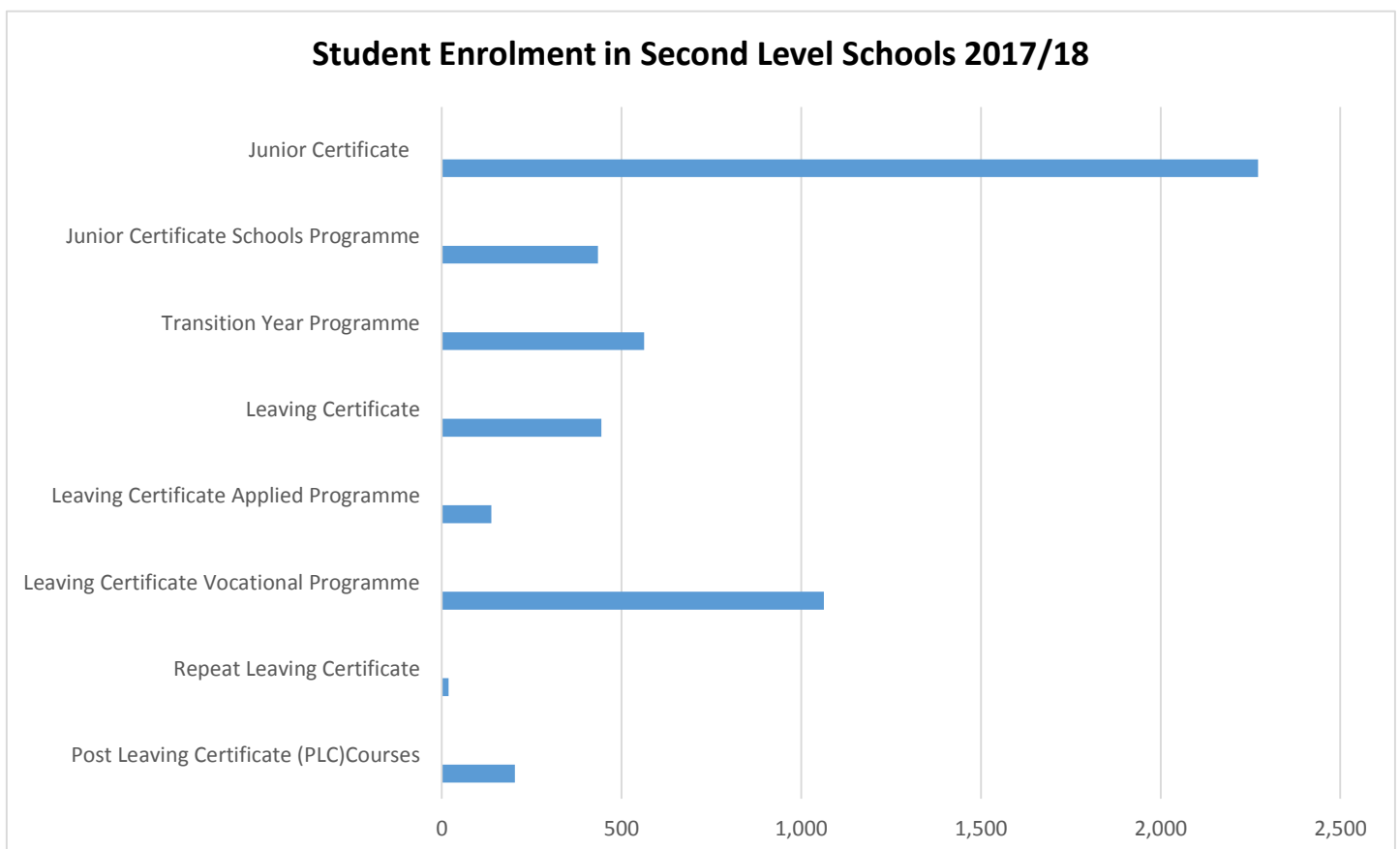
Second Level Schools	5,135
Further Education & Training	11,215
Gartan OETC	7,913
Music Education Partnership	1,414
<b>TOTAL</b>	<b>25,677</b>





## Student Enrolment in Second Level Schools and Colleges 2017/18

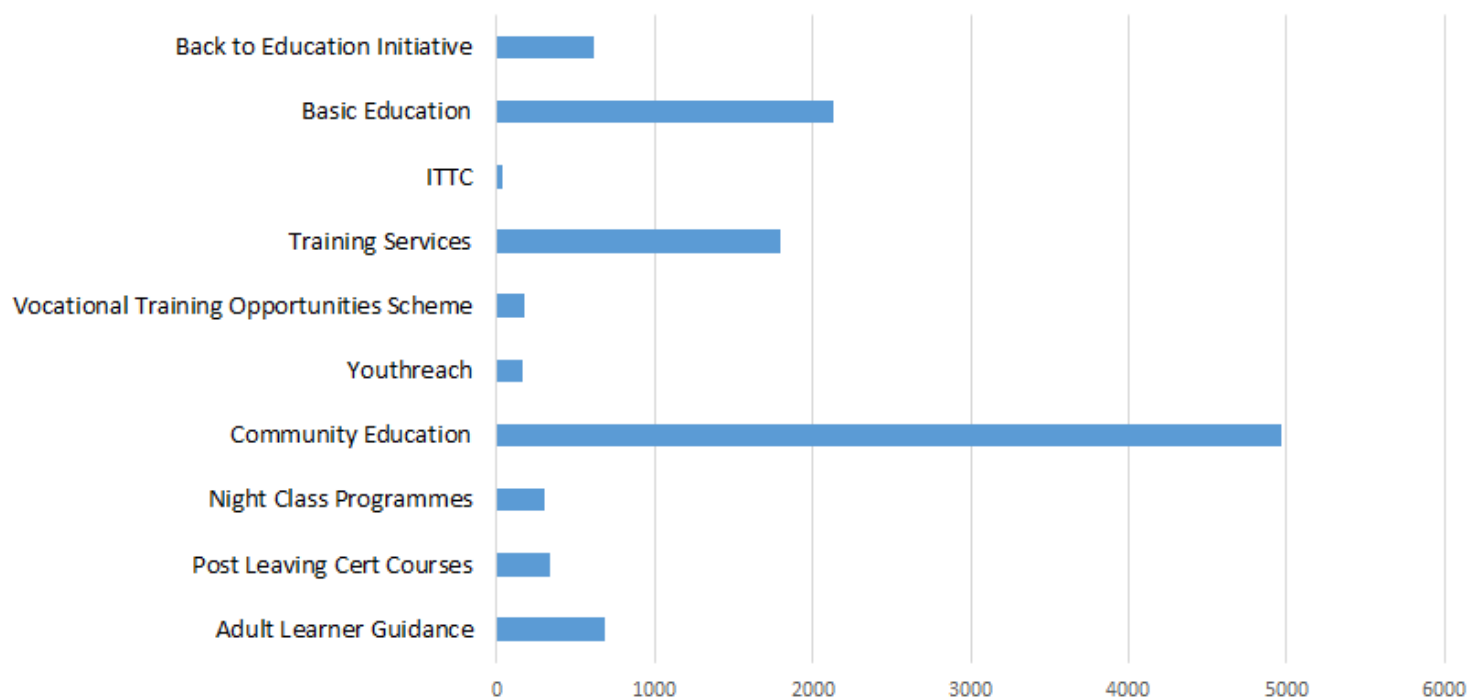
Junior Certificate	2,271
Junior Certificate Schools Programme	434
Transition Year Programme	563
Leaving Certificate	444
Leaving Certificate Applied Programme	138
Leaving Certificate Vocational Programme	1,063
Repeat Leaving Certificate	19
Post Leaving Certificate (PLC) Courses	203
<b>TOTAL</b>	<b>5,135</b>



## Further Education and Training Enrolment Numbers 2017

Back to Education Initiative	615
Basic Education	2,133
ITTC	41
Training Services	1,800
Vocational Training Opportunities Scheme	180
Youthreach	160
Community Education	4,964
Night Class Programmes	300
Post Leaving Certificate Courses	334
Adult Learner Guidance	688
<b>TOTAL</b>	<b>11,215</b>

**Further Education and Training Enrolment Numbers 2017**







## KEY THEME 1

### PRIORITY 1 | Programmes and Support Services

Offer educational and training programmes with support services within quality teaching and learning environments and that these programmes meet the rapidly changing needs of individuals, society and the economy.

#### OUTCOME

- Responsive education programmes are provided in all Schools, colleges and centres within quality teaching and learning environments.

During 2017, students in the 15 Donegal ETB Schools were afforded the opportunity to participate in a range of educational programmes that were available:

- Junior Cycle
  - Junior Certificate Schools Programme
  - Transition Year Programme
  - Leaving Certificate Applied Programme
  - Leaving Certificate Vocational Programme
  - Leaving Certificate (traditional)
  - Post Leaving Certificate Programmes
- In 2017, 5100 certificates were issued by QQI to FET Learners in 17 centres in Donegal, i.e. 646 received major awards, 3985 received component awards and 469 received special purpose awards. A large number of industry & vendor certificates were also awarded.
- A focus of new Programme Development in 2017 was on the introduction of Career Traineeships which have a significant element of work placement and which involve employers in agreeing content and structure of delivery; this is to ensure that learners will be more employable as a result of their Training Course. A new Construction Operative with Tickets Traineeship was developed in conjunction with the Construction Industry Federation (CIF) and delivered twice in Letterkenny. A Digital Sales & Marketing Traineeship was also piloted and development work began on Hospitality Operations, Engineering Operations and Automated Software Testing Traineeships.





- Pilot Recognition of Prior Learning (RPL) project to accredit prior skills of Defence Forces personnel conducted by Donegal ETB with Defence Forces in 2016 was expanded to become a national project - TOBAR- in 2017, with 10 participating ETBs.
  
- Learners from NFQ L3 & L4 Horticulture Courses across the county visited the NFQ L5 Horticulture Course in Letterkenny Training Centre to view the extensive gardens, network with other learners and hear about progression options at first hand.
  
- FET learner, Joanne McKenna received global recognition for her achievement in the City & Guilds-accredited Software Tester Application Programme by being awarded one of the three Medals for Excellence presented in Ireland in 2017, as well as the coveted City & Guilds Lion Award presented at a ceremony in London. Joanne is currently employed by Firecloud 365.
  
- Apprenticeship programmes (Phase 2) continued to be delivered in Electronic Security, Motor Mechanics, Plumbing and Electrical in Letterkenny and Gaoth Dobhair Training Centres.
  
- Donegal ETB organised a programme of events to raise awareness amongst the general public about the wide range of Further Education and Training opportunities it can provide throughout the county during European Vocational Skills Week (#EuropeanVocationalSkills) which aims to improve the attractiveness and image of vocational education and training and to showcase excellence and quality and raise awareness of the wide range of opportunities.
  
- Four music students with the Donegal Music Education Partnership were awarded 'High Achiever' medals by the Royal Irish Academy of Music for 2017. Pianist Shaun Fletcher from Buncrana, taught by Edita Labanauskiene, performed at the RIAM 'High Achievers' concert in Sligo in November 2017. In all, more than 200 students of the DMEP were successful in music examinations, mainly with the RIAM and Trinity College London, many achieving distinctions and merits.



## PRIORITY 2 | New Initiatives

Integrate the new initiatives relating to Instructional Leadership (IL), Restorative Practices, Teacher Collaboration, Technology Enhanced Learning (TEL), Induction and Mentoring into key programmes.

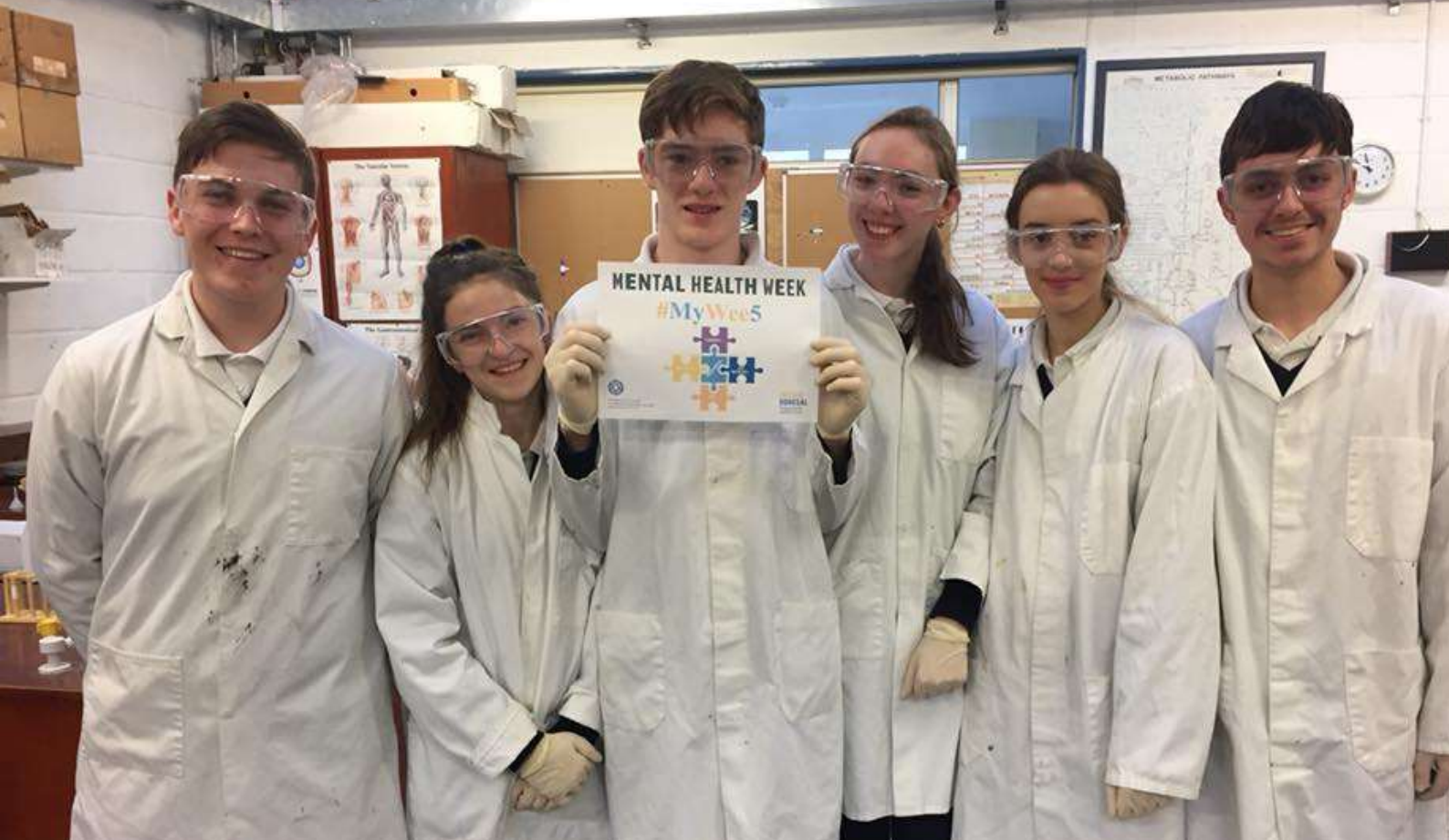
### OUTCOME

Improved standards in Teaching and Learning in Schools, Colleges and Centres.

- There were a wide range of initiatives further embedded in our Schools that contributed significantly to enhanced teaching and learning, the most notable of these being the further expansion of Instructional Leadership Programme. The programme helps to develop; peer learning; teaching using effective group work; effective questioning; teaching linking learning intentions and success criteria and a range of teaching and learning strategies.
- A Technology Enhanced Learning (TEL) Action Plan for FET was developed and submitted to SOLAS.
- Donegal ETB continued to promote the use of Restorative Practices in its Schools and centres as a method of managing relationships through the provision of advice on training for staff, students and learners and the provision of a dedicated section on its website containing useful resources and links. Restorative Practices are built into many school and centre codes of behaviour.
- Donegal ETB purchased an augmented Virtual Reality welding machine for use in its Welding Courses, the first ETB to do so, and making it a leader in the use of Technology Enhanced Learning (TEL) in the classroom. Full-time day and part-time night classes in all aspects of welding both for unemployed and employed people are offered, with excellent employment prospects for graduates from the programmes.
- Buncrana Youthreach learners were involved in piloting the revised national Mind Out (positive mental health) programme and were filmed as part of a national learning video being made by Young Irish Filmmakers on behalf of the HSE. Ballyshannon Youthreach learners were filmed for a European Social Fund 60th birthday celebration.
- There was further work in promoting curriculum planning through content creation among a group of teachers in the subjects: English; Business and Science at Junior Cycle.







## **PRIORITY 3 | New Concepts within the Junior Cycle Programme**

Embrace the new concepts within the new Junior Cycle Programme in our Schools, Colleges and Centres.

### **OUTCOME**

Students with increased confidence and independent learning skills will be able to study the prescribed subjects and relevant short courses.

As part of the introduction of the new Junior Cycle there was an increased emphasis on the areas listed below:

- **Delivering the 8 Key Skills of the Junior Cycle**
  - Literacy
  - Numeracy
  - Managing Information and Thinking
  - Managing Myself
  - Being Creative
  - Communicating
  - Staying Well
  - Working with Others
- **Promoting Aspects of Wellbeing**
  - School Culture
  - Relationships
  - Curriculum
  - Policy and Planning
- **Creating an Awareness of the Indicators of Wellbeing**
  - Active
  - Responsible
  - Connected
  - Resilient
  - Respected
  - Aware
- **Learning**
  - Learning Intentions and Success Criteria
  - Questioning
  - Formative Feedback
  - Students Reflecting on their own Learning





## **PRIORITY 4 | Generic Skill Development**

Integrate generic skill development (literacy, numeracy, interpersonal skills, etc.) within all education and training programmes.

### **OUTCOME**

A pool of staff is supporting integration of generic skills in education programmes.

- Literacy and numeracy support was made available to learners in both Training Centres in Letterkenny and Gaoth Dobhair; the Support Worker assists learners directly and also liaises with instructors/ trainers around integrating literacy into their own delivery. A new Study Skills manual was also provided for all new apprentices and trainees.
- Skills' Checker, a screening tool developed by Donegal ETB to ensure that learners accessing FET courses are placed on the correct course and at the right level for them, is used to assess learners' competencies at point of entry.
- Delivery of FET courses at NFQ L1-L3 is supported by materials and resources to ensure that learning is contextualised in a meaningful way for learners. A support manual, Computer Operated Wizard (COW), was developed for farmers engaging in a course designed to assist them.
- The emphasis on School Self-Evaluation helped to emphasis and embed the concept of the integration of generic skills across all the teaching and learning in our Schools. There were lots of whole school literacy and numeracy initiatives organised for all students.
- The new Special Education Needs Allocation Model provided a greater level of autonomy for our Schools in how to manage and deploy additional teaching support within the school, based on the individual learning needs of pupils, as opposed to being based primarily on a diagnosis of disability. The new allocation model ensured that Schools had a greater certainty as to the resources that were available to them to provide additional teaching to support the inclusion of pupils with special educational needs, on an ongoing basis.



## **PRIORITY 5 | Maintain and enhance quality standards across all Education Programmes**

Maintain and enhance quality standards across all our education programmes.

### **OUTCOME**

Quality Assurance frameworks are in place for all Programmes offered by Donegal ETB.

- Further Education & Training (FET) service continued to integrate its Quality Assurance systems. Centralised authentication processes for all Childcare, Healthcare and Youth Work programmes took place and common Results Approval Panels were held.
- As part of the re-engagement process with Quality & Qualifications Ireland (QQI), dialogue meetings were held between ETBI and QQI; an Executive Self Evaluation Report and Quality Improvement Plan was submitted to QQI in December 2017.
- The Youthreach Programme continued to quality assure its work through the Youthreach Quality Framework process. A Centre Evaluation and Improvement Plan (CEIP) was completed by each of the six Centres (Ballyshannon, Buncrana/Glengad, Gortahork, Letterkenny and Lifford) in 2017 for the 2017-2018 academic year. This involved a two day facilitated session which looked at thirty-one quality standards for the Youthreach Programme.
- A system of recording all Professional Development undertaken by FET staff was initiated which will ensure gaps in skills' development are identified and addressed over time.
- There were regular Inspections throughout our Schools by the Inspectorate from the Department of Education and Skills with major Management of Leadership and Learning – Whole School Evaluations in Mulroy College and Colaiste Ailigh. There were also a series of incidentals and Subject Inspections. Schools have been striving to ensure that highly effective practice is being demonstrated in all the identified domains across both Teaching and Learning and Management and Leadership.

Department of Education and Skills Inspections 2017:-

School	Inspection
Mulroy College	07/03/17
Colaiste Ailigh	21/06/17

- Psychological Services' on-going attendance at Continual Professional Development (CPD) courses contributed to maintaining and enhancing the standards within the service.



## Capital Development Programme

The following is a brief summary of some of the Highlights/ Developments in the Capital Development Programme during the 2017 year.

### MAJOR PROJECTS

#### **Acquisition of a site for a Campus Development in Buncrana**

The Department of Education and Skills, in consultation with Donegal County Council, continued its work in identifying and securing a site of adequate dimensions for the proposed Campus Development in Buncrana. The updated provided by the Department of Education and Skills near the end of 2017 was that it was continuing to liaise with Officials of Donegal County Council with a view to determining the most appropriate steps in order to bring about a satisfactory conclusion to the site acquisition process as expeditiously and possible.

#### **Moville Community College - Major Extension Project (4,792m<sup>2</sup>)**

Following a procurement competition, a Design Team were appointed to oversee this project. The inaugural Design Team meeting was held in May 2017 and it is anticipated that the project will clear Stage 1 of the Design Process (Preliminary Design) by the end of the year.

#### **Errigal College Letterkenny - Extension Project**

Further requests were formally issued during the 2017 year to the Department of Education and Skills to carry out a site visit with the view to drawing up a brief formulation report. Indications are that this visit will occur in early 2018.

#### **Abbey Vocational School - Application for Major Refurbishment (FORM SLE)**

An application for a Major Refurbishment was issued to the DoES in late 2016. Several further reminders/requests were furnished to the DoES during 2017 to have same included on the DoES Major Capital Programme. A full Condition Report of the Building was undertaken in late 2017 to highlight the extent of works required.



## **ADDITIONAL SCHOOL ACCOMMODATION (ASA) PROJECTS**

### **Projects in Design/on site**

- **Abbey V.S. - ASD Accommodation** - Design Team appointed in early 2017 - Early sketch schemes issued to DoES for approval in June 2017 as they included additional area/space. Design Team Stage 1/2a report issued to the DoES in December 2017.
- **Crana College, Buncrana - Provision of 2 x Prefabricated Classrooms** - Additional classrooms were required to cater for increased enrolment at the School. Unfortunately, Planning Permission for the additional classrooms was refused which halted the project. A review of accommodation requirements will be carried out in early 2018.
- **Deele College, Raphoe - Construction of Metalwork Room and refurbishment of existing** - Design Team appointed in early 2017 - Preliminary sketch scheme and request for additional area issued to the DoES.
- **Gairmscoil Mhic Diarmada, Árainn Mhór:** - Extension to existing Technology/Woodwork Room - Stage 1/2a report accepted by the DoES - Planning Permission/Fire Safety Certification/Disability Access Certs

### **SUMMER WORKS SCHEME 2016/2017**

By a further press release dated 3rd May 2017, the Minister for Education and Skills announced the **second round of projects** approved under this scheme. Three Schools under the aegis of Donegal ETB were awarded funding for, Mechanical, Toilet and Roofing projects. The two rounds of projects announced to date cover projects in Categories 1 - 6 inclusive. It is anticipated that a further announcement will be made on the remaining projects under Categories 7 - 10 inclusive in the coming months.





## EMERGENCY WORKS GRANT SCHEME 2017

The following Schools and Colleges under the remit of Donegal ETB were approved funding under the above scheme namely:

School Name	Project Description	Priority/Category
Deele College, Raphoe	Dust Extraction Upgrade	N/A
Finn Valley College, Stranorlar	Reconfiguration of existing Disabled WC	N/A
Moville Community College	Repairs to Prefabricated Classrooms	N/A
Mulroy College, Milford	Access for All improvements	N/A

## FURTHER EDUCATION AND TRAINING PROJECTS

### CAPITAL PROJECTS

#### Extension to Plumbing and Electrical Workshops - Ballyraine Training Centre

Funding was provided by SOLAS in its 2017 initial Capital Allocation for the construction of additional storage space for the Plumbing and Electrical Workshop areas. In addition the project will provide much need first floor secure records/archive storage. The project commenced on site in late 2017 and is scheduled to be completed in the spring of 2018.

### MAINTENANCE WORKS TO FURTHER EDUCATION AND TRAINING CENTRES

Donegal Education and Training Board continued with its programme of small scale refurbishment/maintenance projects at several Further Education and Training Centres throughout the County. These small scale works were undertaken with funds approved by the Department of Education and Skills via SOLAS and has become a very important funding stream as it recognises the need to continually maintain our Further Education and Training Centres which do not have the option to apply for funding under other Department of Education and Skills Capital funded schemes i.e. Summer Works/Emergency Works grants schemes.



## PRIORITY 6 | Gaeltacht School Recognition Scheme

Participation in the Gaeltacht School Recognition Scheme (4 Schools) by contributing to the use and maintenance of Irish in the school and local Gaeltacht community.

### OUTCOME

An action plan for improvement is developed which sets out the way in which the school intends to fulfil the language-based criteria.

As part of the action plans developed by the 4 identified Schools in Donegal ETB, the following issues were highlighted as part of the plan in promoting language-based criteria for recognition as a Gaeltacht post-primary school.

- Extend the availability of a full curriculum through Irish, apart from the English and other language curricula, as the Gaeltacht school moves towards a total-immersion approach
- Deliver high quality educational experiences through Irish to all students focusing particular attention on the differentiated language needs of native Irish speakers, as well as learners of Irish
- Develop a whole-school action plan for improvement that will: set out how the school will ensure the use of Irish as the language of communication, instruction and socialisation within the school and communicate and promote the benefits of learning Irish and learning through Irish to the school community (principal, staff, students, parents and board of management)
- Review the quality of educational provision through Irish to ensure continuous improvement through the school self-evaluation (SSE) process
- Implement T1 specification for Irish at Junior Cycle in Gaeltacht Schools and T2 in others
- Use Irish-language resources, when available, to support the teaching of all curricular areas through Irish, apart from English and other languages
- Deliver curricular, co-curricular, and extra-curricular activities (where provided) through Irish
- Prioritise the use of Irish in communicating with parents, the local community and other parties









## KEY THEME 2

### PRIORITY 7 | New Organisational Structures

Implement the new Organisational Structures to enable Donegal ETB to carry out new and enhanced functions.

#### OUTCOME

- An organisation which is able to provide a service relating to new and enhanced functions for ETBs relating to education, training and administration.
- A business case containing an *Overview of Donegal ETB* and the priorities to be addressed in Phase 2 of the new Organisational Structure, under the three Director Posts, was submitted to ETBI and onwards to DES. An *ETBI Sectorial Overview Position Paper* was also submitted to the Department.
- Pending progress on the above and the implementation of Payroll and Finance Shared Services for ETBs, the Department approved of the filling of vacant senior Clerical and Admin posts, which had arisen due to promotion and retirements in 2016 and 2017, together with any consequential vacancies arising, in an acting capacity. Data Gathering Templates on ETB Non-Teaching Staffing numbers and levels were also completed and submitted to the Department.
- The three (3) Directors Forums, Organisation Support and Development (OSD), Schools and Further Education and Training (FET), which had been established under ETBI in late 2016 to report to the CEs Forum, met on a regular basis and agreed strategies and network reporting structures for the various categories of ETB Functions with a view to growing and developing consistent policy-based best practice throughout the sector.
- An in-house CE and Directors Group, Executive Forum (DOSD), Second-Level School Principals Group (Director of Schools), FET Managers Group (DFET) and FET Coordinators Teams were also established within Donegal ETB and met on a regular basis to manage and coordinate their respective areas of responsibility.
- A Further Education & Training (FET) Funding and Planning Group was also established to oversee the Funding and Allocations Requests and Returns (FARR) to SOLAS and the ESF Claims and participant data Returns under PEIL on the E-Cohesion system.





- As the Programme Learner Support System (PLSS) continued to be developed and enhanced at national level, additional staffing resources and further staff training was provided for FET staff at local level.
- The FET Quality Assurance Working Group continued its synchronisation of the different Quality Assurance systems across the FET Service.

## **PRIORITY 8 | Legislative and Governance requirements**

Continuous review of the legislative/ governance requirements of Donegal ETB operations and ensure implementation of outcomes.

### **OUTCOME**

Full compliance with all legislative and governance requirements relating to Donegal ETB.

Donegal ETB continued to be mindful of its legislative and governance requirements and implemented all required actions at its Board meetings and related meetings of its Audit and Finance Committees, Schools Boards of Management and its Youth Work Committee to ensure continued compliance with the adopted Code of Practice for the Governance of ETBs (CL 0018/2015).

Specifically, this included the following:

#### **Audit Committee**

The Audit Committee is composed of three (3) Members of Donegal ETB and three external Members appointed per C.L. 0018/2015. The Audit Committee received induction and re-training and was responsible for monitoring the Executive in the carrying out of its functions and provided assurances to the Board as to the adequacy and effectiveness of the internal control processes. It received reports from Management, External Audit provided by the Comptroller and Auditor General and Internal Audit provided by the Internal Audit Unit (IAU) - ETBs. The Board received Reports of Meetings of the Audit Committee and had regard to its Annual Report in adopting a Statement of Internal Control (SIC) and approving the Annual Financial Statements.

With the assistance of its Insurer, Irish Public Bodies, the ETB Executive undertook a review of its compliance with the Code of Practice and compiled a Management Report using a Self-Assessment Workbook which was presented to the Audit Committee, following which it was agreed to personalise and adapt the various Policies and Procedures contained in the Code for presentation to Donegal ETB, upload to the Donegal ETB website and circulation to ETB management and staff.



## Finance Committee

The Finance Committee is composed of four (4) Members of Donegal ETB and one (1) External Member appointed per C.L. 0018/2015. It has responsibility for reviewing the Income/Expenditure of the Board, major Contracts awarded and the financial aspects of the Education and Training Service Plans respectively. Minutes of the Finance Committee Meetings were received by the Board for consideration and to assist in providing assurance that the Education and Training Service Plans were being implemented.

## Internal control

The Board had overall responsibility for ensuring that an effective System of Internal Control was maintained and operated. The Board carried out an Annual Review of Internal Controls at which it received and had regard to a Report from the Audit Committee. The System of Internal Control was based on detailed Administrative Procedures which were in place, segregation of duties, specific authorisations and regular review by Management and the Board of reports outlining Actual and Budgeted results for the various Programmes.

The following Audits were dealt with during 2017:

- Comptroller & Auditor General (C&AG) Audit of Accounts for the year ended 31<sup>st</sup> December 2016
- Internal Audit Unit (IAU) – ETBs: Review of the 2016 Internal Audit of Teacher Allocation and Cooperation Hours
- Internal Audit Unit (IAU) – ETBs: Procurement Compliance in Training Services
- Internal Audit Unit (IAU) - ETBs: Arrangements for Internal Audit of IT

The ETB Appeals (Section 29) Committee processes Appeals in relation to expulsions, refusals to enrol and suspensions in a School or College under Section 29 of the Education Act, 1998. There were two Applications processed and resolved at local level in 2017.

Donegal ETB, in conjunction with IPB Insurances and ETBI are engaged in drawing up and implementing a new Risk Management System for the ETB Sector.

## Finance Strategy

The objective of the Finance Function is to support the Board in the achievement, within Budget, of objectives set out in the annual Service Plans. Finance Support includes decision making support, corporate control of public money, transaction processing and statutory accountability.



## **Statutory accountability**

Strict accountability requirements apply to Donegal ETB. These requirements include the preparation of Annual Financial Statements (AFS) in a format prescribed by the Department of Education and Skills and the Audit of same by the Comptroller and Auditor General. Financial Control Systems, based on detailed Policies and Procedures, are in place to ensure compliance with these requirements and to ensure the effective achievement of objectives.

## **Comments on performance**

The Finance Division managed and administered approximately 100 Programme Budgets of recurrent expenditure totalling €66.82 million and a number of Capital Projects, in association with the Board's Estates Management Section, totalling €0.88 million, a total spend of €67.70 million.

Donegal ETB employed a total of 1,613 staff in varying capacities maintaining it as one of the largest Employers in the County.

Payments totalling €13,498 were processed in favour of 3 students who attended recognised Third Level Colleges in Ireland.

Learner Allowance Payments totalling €5.859 million were processed in respect of participants attending the various Further Education and Training Services Programmes such as Vocational Training Opportunities Scheme (VTOS), Youthreach (YR) together with a range of Courses provided in the two Training Services Centres in Letterkenny and Gweedore and in various outreach locations.

## **Financial Information**

The Audit of Accounts for the year ended 31<sup>st</sup> December 2017 was completed by the Office of the Comptroller and Auditor General and the Accounts were formally certified by the Comptroller and Auditor General on 11<sup>th</sup> September 2018.



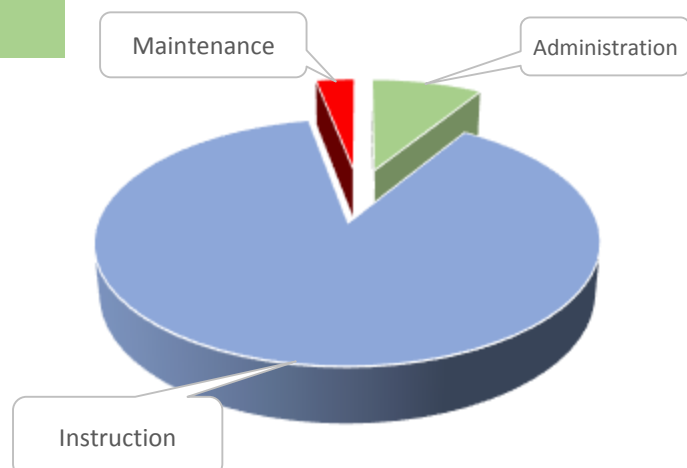


The following Table sets out a Summary of Payments for the 2017 Calendar Year:

PROGRAMME	2017 EXPENDITURE	
	€000	%
<b>General and Post Primary</b> (Running costs of 15 Second Level Schools and Colleges, Adult Education Night Class Programme and ETB Offices)	41,432	61.2%
<b>Further Education Services</b> (VTOS, Youthreach, Adult Literacy, Community Education, Adult Guidance, Childcare etc.)	9,264	13.69%
Training Services	11,253	16.62%
Youth Work Services	906	1.34%
Student Support Services – Scholarships	13	0.02%
Agency Projects	1,647	2.43%
Self- Financing Projects	2,300	3.40%
Capital Projects	882	1.30%
<b>TOTAL</b>	<b>67,697</b>	<b>100%</b>

### Pay Breakdown 2017

- Administration: 8.79%
- Instruction: 88.18%
- Maintenance: 3.03%



## ETB Board Members Expenses 2017

Member	Statutory Meetings	Interview Boards	Attendance at Conferences / Seminars	B.O.M	Finance Committee	Audit Committee	Other	Total	No. of Board Meetings Attended
	€	€	€	€	€	€	€	€	
Geoffrey Browne*	494	1,757	0	163	546	0	3,060	6,020	7
Albert Doherty	329	0	0	62	0	0	0	391	8
Gary Doherty**	143	0	1,510	61	0	0	1,206	2,920	6
Rena Donaghey	0	53	0	0	0	0	0	53	6
Martin Farren	210	0	0	0	0	0	0	210	6
Martin Harley	188	0	0	0	0	0	0	188	7
Niamh Kennedy	120	0	0	0	0	0	0	120	5
Michael Mc Bride	27	0	0	0	0	174	0	201	7
Liam Blaney	0	0	0	0	0	0	0	0	5
Philip Mc Glynn	255	0	0	0		266	0	521	6
Patrick Mc Vicar	595	2,499	0	782	0	0	660	4,536	8
Bernie Mulhern	401	1,244	751	729	61	0	119	3,305	6
Bernadette Ni Dhuibhir	512	292	970	0	460	278	99	2,611	6
Gabriel O'Donnell	81	0	0	0	0	0	0	81	4
Joanne Irwin	0	0	0	0	0	0	0	0	5
Noel Rodden	200	0	0	0	0	0	0	200	8
Jimmy Kavanagh	0	0	0	0	0	0	0	0	5
Regina Grant	0	0	588	0	0	0	0	588	8
John Campbell	0	0	0	0	0	0	0	0	6
John Seamais O'Fearraigh	171	0	0	0	0	0	0	171	6
Martin McDermott	383	0	0	0	0	0	0	383	7
<b>Total</b>	<b>4,109</b>	<b>5,845</b>	<b>3,819</b>	<b>1,797</b>	<b>1,067</b>	<b>718</b>	<b>5,144</b>	<b>22,499</b>	

\* ETB Representative and Chairperson of National Parents Council

\*\*ETB Representative on ETBI Reserved Members Forum









## **PRIORITY 9 | Integration of Education and Training with Shared Services**

Arising from the ongoing integration of Education and Training Services and the implementation of the Shared Services Project, to redefine organisational priorities and corresponding job roles.

### **OUTCOME**

Clear evidence of effective systems, working relationships and job roles within Donegal ETB

- The Human Resources Division of Donegal ETB provide support through four distinct work areas namely:
  - Resource and Leave Administration
  - Recruitment and Selection
  - General HR Operations
  - Superannuation/Pensions

Protective legislation, namely Protection of Employees (Part-time Workers) Act, 2001 and Fixed Term Workers Act, 2003 and the resultant collective agreements continued to have significant impact on the operations of Human Resources staff throughout the year.

Defining the number of teachers for second level Schools involves a process which commences in October each year, when indicative teacher allocations, based on the second level enrolment numbers for the previous school year, are forwarded to each second level School/College. Additional teacher allocations are granted by the Department of Education and Skills (DES) as follows:

- The Appeal process to the Department's Initial Allocation as a result of detailed submissions from each School/College in relation to critical curricular shortfalls. This process is ongoing from February until June.
- Applications for resources relating to special needs, Traveller community and foreign national students.
- Additional applications relating to compensatory hours for Programme Coordinator Posts and Directors of Adult Education, curricular concessions and PLC Programmes.
- Allocations arising from programmes such as SCP (School Completion Programmes) and DEIS.

Donegal ETB's final Teacher Allocation for 2017 (the school year 2017/2018) was 440.52 whole time equivalents.





## Administrative Staff

Administrative Staff are allocated by the Department of Education and Skills (DES) on the basis of:

- the agreed formulae contained in the Rochford Report and subsequent agreement between the Department of Education and Skills and DPER on administrative staffing levels in ETBs, and,
- On a programmatic basis.

Quarterly reports are made to Department of Education and Skills on its approved staffing levels of utilisation.

119 Clerical and Administrative staff were employed throughout the Board's Administrative Office, Schools and Centres during 2017. The level of administrative staff corresponds to 8.79% of the overall Pay Budget.

## Support Staff

Support Staff are allocated on the basis of number and size of Schools/Centres and the quality / capacity of accommodation utilised in each case. A total of 90 support staff were employed at the Board's Administrative Office, Schools, Colleges and Centres during 2017.

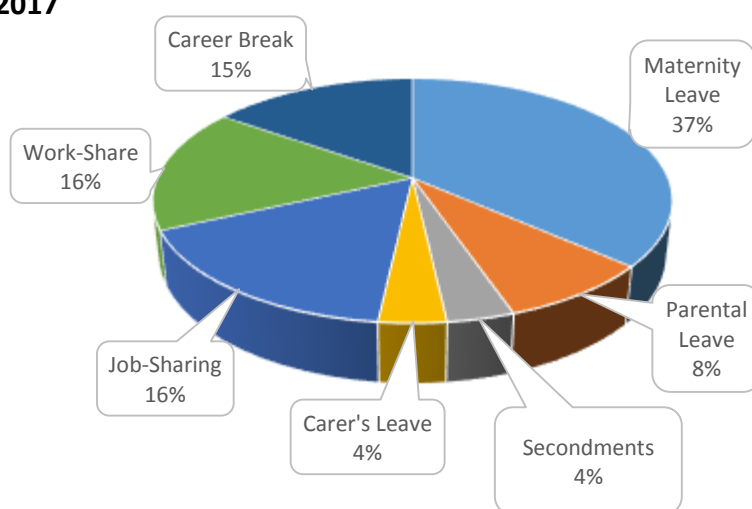
The level of support staff corresponds to 3.03% of the overall Pay Budget.

## Work Life Balance and Staff Leave Entitlements

Donegal ETB recognises the personal needs and obligations of staff and, where possible within relevant guidelines, facilitates various leave entitlements to meet such needs. The following applications for leave entitlements were processed for staff during 2017:

### Applications for Leave Entitlements 2017

Maternity Leave	31
Parental Leave	7
Secondments	3
Carer's Leave	3
Job-Sharing	31
Work-Share	14
Career Break	13



## Positions Filled in 2017

Positions	Number of Posts
Principal	0
Deputy Principal	1 (+2 Acting)
Teachers (PRPT)	41
Home School Community Liaison Co-ordinator	2
Positive Behaviour Liaison Teacher	0
Special Needs Assistants	8
Senior Staff Officer Grade VI	1
Adult Guidance Counsellor	1
Assistant Principal Officer (Acting)	3
Quality Assurance Co-Ordinator FET (Acting)	1
Course Recruitment Officer FET	1
FET Literacy Co-Ordinator	1
Finance and Administrative Officer FET (Acting)	1
Grade VII (Acting)	3
Administrative Assistant FET	1
Caretaker	5
Grade III	14
FET Literacy Organiser	3
Youthreach Co-Ordinator	1
Director Gartan OETC	1

- As part of the ongoing integration of Education and Training Services, job roles in respect of new and replacement staff were modified to reflect the changing and emerging needs of the ETB across the entire FET Service including Quality Assurance, Continuous Professional Development (CPD), Employer Engagement, Technology Enhanced Learning (TEL) and the General Data Protection Regulation (GDPR) for the organisation as a whole.
- A similar approach was undertaken in respect of posts arising within the Board's Administrative Offices under Organisation Support and Development (OSD).
- Director of OSD and Staff of the Finance Division continued to participate in the development of the Education Payroll and Finance Shared Services Projects led by the Department's Project Management Office (PMO). This work included the implementation of a number of interim measures to improve efficiency in the delivery of the Finance function pending the implementation of Shared Services.



## **PRIORITY 10 | Staff Learning Opportunities and Supports**

Provide a range of staff learning opportunities and supports to build organisational capacity and enhance the quality of educational and training provision.

### **OUTCOME**

A dynamic organisation that responds quickly and effectively to change.

- Teaching staff in the Board's Schools and Colleges regularly avail of In-Service Courses in a variety of subjects throughout the year to facilitate the implementation of developments in the curriculum offered to students- particularly in relation to the new Junior Cycle.
- 6 members of staff from across the organisation completed an IBEC/DIT Diploma in Employment Law which will facilitate compliance within the service.
- FET service staff gathered together for a day in September to review the service being provided and to plan for the future. 160 FET staff heard presentations from leading international equality expert, Professor Kathleen Lynch, on challenging inequality in education, a number of former learners who have benefited from the service, employers who work with Donegal ETB to address skills shortages and delivery partners, all of which provided staff with a context for reviewing the service and planning for the future.
- Professional Development Courses and learning opportunities were made available to FET staff to help them support learners with mental health issues and learning difficulties (e.g. Dyslexia and Dyspraxia); on youth health and sexual health, quality assurance and on all aspects of teaching and learning.
- Frontline guidance training for FET Coordinators and Administrators was organised to ensure that potential adult learners are signposted to relevant information/ courses.
- There was a series of Instructional Leadership initiatives arranged and delivered within the Croke Park hours in many of our fifteen (15) Schools.



- A number of teaching staff participated in Féilte 2017, organised by the Teaching Council. The *Content Creation - Curriculum Planning* Project was showcased, while there were also presentations from Coláiste na Carraige and Crana College, Buncrana.
- The Special Needs Assistants Summer training provided a range of Continuous Professional Development opportunities over a three day period in Gartan OETC.
- Donegal ETB continued to fund relevant Continuous Professional Development opportunities for staff.
- In association with the National University of Ireland, Galway, a number of teachers participated in a Teacher Collaboration Project.





## Superannuation and Retirement Benefits

Table of the operational details of the ETB Pensions Section for 2017:

### Scheme Names:

The Education and Training Boards Teacher Superannuation Scheme, 2015

The Education Sector Superannuation Scheme, 2015

The Single Public Sector Pension Scheme, 2012

The FÁS Closed Scheme

The FÁS Open Scheme

Item	Detail
No. of Retirees in 2017	22
Total No. of Retirees	241
No. of new enquires in current year 2017	294
No. of enquires processed	237
No. enquiries in progress up to 31/12/2017	1500 (all live files) 3000 former staff files to be reviewed
Circular Letters/ Collective Agreements which impacted on the Pension Scheme in 2017	CL 25/2008, 24/2008, 19/2005, 62/2014 pension arrangements P/T employees CL 66 & 67/2016 Salary changes Teachers & SNA CL 13/2016 CPI for Single Scheme [SPSPS] CL 15/2016 ref 52. (6 & 7) of SPSPS application. CL 18, 19 & 22 Grace Period Extension to 01/04/2019 S.I No 574 of 2012 and CL'S CL 11/2014 CL 15/2014 CL 27/2014 CL 009/2015 and CL 13/2015 CL 19/12 TRR – CL0059 & 0063 2014 clarification & update of TRR Scheme rules and administration. CL 21/2017 CL 18/2017 CL 41/2017 CL 27/2017 CL 11/2017 CL 54/2017





## **PRIORITY 11 | Use of New Technologies to enhance Organisational Support and Development**

Use new and emerging technologies to enhance organisational support and development.

### **OUTCOME**

Increased usage of relevant Information and Communication Technologies and associated software.

### **Use new and emerging technologies to support developments in teaching and learning, management of information and communication and collaboration**

- Develop infrastructure to facilitate *Content Creation*, shared resources among teacher subject groups, roll out of Versal.
- Development of Social Media, Twitter, Youtube, LinkedIn & Facebook
- Expanded IT purchasing framework to teaching staff.
- Develop Social Media & Communication policies.
- Improve access to ETB publications & reports.

### **Develop and implement an integrated ICT strategy for Co Donegal ETB**

- Redevelop Donegal ETB website to make more Social Media friendly.
- Prepare for Payroll & Finance Shared Services with removal of all paper transactions.
- Develop and further enhance Cloud storage & removal of shared networks.
- Enhance security on mobile networks.



## **PRIORITY 12 | Development of a clear and effective Communications Strategy**

Develop a clear and effective communications strategy for Donegal ETB.

### **OUTCOME**

There is an increased trust and a deeper understanding of Donegal ETB and its role, responsibilities and services provided among all the stakeholders.

A Communications Advisory Group was formed in May 2017 to provide strategic direction on Donegal ETB's communications structures and operations and to clearly communicate who Donegal ETB are and what Donegal ETB does. It is chaired by the Chief Executive and includes staff with particular expertise in communications.

The Communications Advisory Group met six times in 2017 to oversee the strategic and operational development of Donegal ETB's communications in a number of communication areas including:

- Strategic
- Media/Press
- Digital Communications
- Corporate Communications
- Internal Communications
- Marketing

A Communications Coordinator position was also created to oversee some of this work for the organisation including managing Donegal ETB's social media accounts, website news and coordinating press releases and promotional activities through traditional and social media.

Donegal ETB increased its use of social media as a communications tool.

Two further social media accounts were set up for Donegal ETB on YouTube (end of December 2016) and LinkedIn (May 2017). These are in addition to already existing Twitter and Facebook accounts.





The hashtag [#WeAreDonegalETB](#) / [#IsMuidETBDhúnnanGall](#) was developed for use in all social media posts.

In 2017, followers on Facebook increased by 1,574 followers, from 2,337 (01 January) to 3,911 (31 December). This compared to an increase of 224 followers in the previous six month period from 2,112 followers on 15 July 2016 to 2,336 followers on 30 December 2016.

In 2017, the group developed Donegal ETB's first *Social Media Usage Policy and Guidelines* for organisational accounts and staff usage.

New promotional banners were designed to promote Donegal ETB's brand, website and social media accounts through distribution to all Schools, FET Centres, Gartan, Music Education and Youth Work Services.



## KEY THEME 3

### PRIORITY 13 | Building on Relationships

Build on relationships already established with local community groups and relevant voluntary, statutory, cross border and employers to work towards shared goals.

#### OUTCOME

Strengthened partnerships providing more focused approaches to learning and employment opportunities.

As part of a coordinated response to meeting the training needs of learners and employers alike, an on-line Employer Training Services Portal and an Information brochure were launched which outlined the range of services that Donegal ETB's FET Service can provide to employers in Donegal, which include customised in-company training at NFQ L1-L6 to upskill employees. The Portal was launched by Mr Paul Diver, Chairperson of the Donegal Irish Hotels Federation.

In October 2017 The Abbey Vocational School was awarded the Amber Flag in recognition of the effort and commitment they have put into generating greater understanding and awareness of mental health issues. The School has introduced many programmes and incentives such as Mental Health Week and Health Promoting School, Senior Prefects and TY mentoring, Tree of Hope and Amber flag notice board and a positive mental health video.

The FET Service hosted its annual Community Education Seminar on 5th December to recognise the work of its community partners in education. It was attended by 115 participants from 64 Community Groups across the county. Keynote speaker was Susan McKay, well-known journalist and critically acclaimed writer on issues of social justice, and learners also presented on their learning journey. In addition, an exhibition of work by community organisations who received support from the ETB's Community Education Support Programme for their respective courses was also held. This included displays of woodwork, creative writing, upcycling, decoupage, mosaics, millinery, willow weaving and other arts and crafts. During 2017, support was provided for the delivery of 489 Courses throughout the county by 135 Community Groups.







The annual FET Fair was held on 25th January and attended by over 1000 learners / potential learners. The Fair remains the county's number one opportunity to discover adult and Further Education and Training opportunities, Donegal ETB tutors, co-ordinators and guidance counsellors were available on the day to guide learners and potential learners and Citizens Information, Department of Employment Affairs and Social Protection (DEASP) and SUSI Student Grants provided general information on the supports available for those returning to learning. The ETB's strong links with Universities, IoTs and Colleges of Further Education meant that further progression opportunities for learners were also represented.



Donegal ETB's FET Service continued to work in close co-operation with the NW Regional Skills Forum (RSF) and its members with a view to identifying and meeting the training and education needs of local employers. The RSF was a key partner in the Employer Portal project.



The FET Service worked in partnership with 120+ Community Groups and delivered 440 Courses at local level through the Community Education Support Programme. Programme areas included Agriculture, Horticulture & Marine, Art, Craft & Media, Health, Social Care and ICT.



The Donegal Music Education Partnership continued its work with partners at national level, including Music Generation, Music Network and the Irish Association of Youth Orchestras. The DMEP collaborated on projects with organisations ranging from the National Trust (UK) to Lyric FM to Laois School of Music. At local level the DMEP held or took part in events in conjunction with the Regional Cultural Centre, Letterkenny; Donegal County Council; An Grianan Theatre, Letterkenny; the Balor Theatre, Ballybofey; Glenveagh Castle; Glebe House and Gallery; Donegal Chamber Music Society; various schools; and others. DMEP groups took part in concerts and festivals across Donegal and in Derry, Sligo, Moate and Ennis. The DMEP received a significant donation of instruments from the Jim Rafferty Foundation, set up in memory of the first conductor of the Donegal Youth Orchestra.



The DMEP hosted the Soundwaves Project. This was a ground-breaking creative project for teenage musicians. It ran for 15 days during July and August. It was a partnership between the DMEP, Music Generation, the Arts Council, Wall2Wall Music (Derry) and the Regional Cultural Centre.









During Mental Health Week 2017 (9th-14th October) Our students, learners and staff from across all our Schools, centres, programmes and services got behind Jigsaw Donegal's #MyWee5 campaign (connect, be active, take notice, get involved, give) to promote positive mental health.

## Alcohol and other Drugs Training and Education North West Region

Donegal ETB work in partnership with the North West Regional Drug and Alcohol Task Force, Alcohol Forum and HSE West Donegal. A programme of Continuous Professional Development courses, as well as QQI level 5 in Community Addiction Studies (Certificate Component) were provided in the Donegal, Sligo and Leitrim region by our Alcohol and Other Drugs Educational Specialist-A new Master of Science PG Diploma in Therapeutic Interventions in Alcohol and other Drugs was developed in the LYIT in partnership with the Alcohol Forum, Donegal ETB were central to the writing of the course. During the year a number of courses were delivered such as:-

1. SAOR : Screening & Brief Interventions (national programme)
2. Adolescence and Substance Misuse: Working with Young People- Early Interventions
3. Motivational Interviewing Skills
4. Emerging Drugs: New Psychoactive Substances
5. Cannabis: Recreational, Medicinal, and Synthetic
6. Essential Group Facilitation Skills

Attendees at the varied list of training consisted of Teachers, Counsellors, Health Promotion Officers, Probation Officers, Home Youth Liaison Officers, Youth Workers, Traveller Health Workers, Psychiatric Nurses, Social Workers, Learning Disability workers, Psychologists among others.



## Education programmes and supports under the provision of Psychological Services -

- Provision of social skills training programme to young people with Autistic Spectrum Disorders (ASD)
- Provision of study skills programmes for Junior and Leaving Certificate students
- Provision of FRIENDS programme (a programme to increase emotional literacy, Resilience and problem solving abilities with groups of young people)
- Provision of staff in-service training on the Continuum of Support model of service For Schools developed by the National Educational Psychological Service (NEPS)
- Provision of staff in-service training on contingency planning for critical incidents
- Provision of in-service training on evidence-based literacy and numeracy interventions To primary and post-primary teachers in collaboration with the National Educational Psychological Service
- Provision of in-service training to new teachers to Donegal ETB scheme on the Continuum of Support model and SEN in the classroom
- Provision of in-service training to Special Needs Assistants on ASD, self-care and Behaviour management
- Facilitation of ASD consultation groups for teachers of pupils with ASD
- Facilitation and support for the development and review of 'care-teams' in Schools Based on new student-support team guidelines from DES
- Provision of in-service training on the new mental health guidelines for post-primary Schools

## Education Psychological Services

The Education Psychological Service continues to work closely with other services in the county and has endeavoured to build close working relationships to facilitate working on shared goals. Examples of same include the following:

- Regular meetings with colleagues in the National Educational Psychological Service to plan and review programmes and interventions in post-primary Schools.
- Building close working relationships with TUSLA, Clinical Psychology services, Child and Adolescent Mental Health service, Jigsaw service for young people and the HSE suicide prevention office.
- Good working relationships continue to be fostered with the Training and Occupational Support Service, Disability Support services and programme providers for young adults with SEN.
- The service also works with the NEWB to facilitate, where necessary, the transition of vulnerable young people from Schools into other educational placements and to support these transitions.



## **PRIORITY 14 | Support for Youth Work Activities across the County**

Support the provision, coordination, administration and assessment of Youth Work activities across the county.

### **OUTCOME**

Further development of quality Youth Work in the county.

In February 2017, the Youth Work Committee of Donegal Education & Training Board (ETB) held an information event for youth clubs and groups at ETB Administrative Offices, Letterkenny. The purpose of the event was to create awareness of affiliation to National Youth Organisations and the benefits of affiliation. The event was attended by independent youth groups who took the opportunity to meet with Development Officers from Scouting Ireland, Donegal Youth Service and Foróige.

### **National Quality Standards for Youth Work (NQSF)**

The National Quality Standards Framework (NQSF) is a support and development tool for the Youth Work sector providing a structured framework through which to consider and enhance Youth Work in Co Donegal. Its aim is to assess youth work, to assist continuous development, and is a mechanism through which the youth sector can “better demonstrate its effectiveness and improve practice”. Three youth organisations/projects were involved in the process in 2017; Foróige Youth Development Project, Donegal Youth Service Daybreak Programme and Involve Letterkenny Youth Project. Youth Clubs and groups throughout the county are also participating in the Quality Standards for Volunteer-led groups, which has now been integrated with the *Local Youth Club Grant Scheme*.

### **Co Donegal Children & Young People’s Services Committee (CYPSC)**

The purpose of the Children and Young People’s Services Committees (CYPSC) is to secure better outcomes for children and young people through more effective integration of existing services and interventions at local level. Interagency work with, for example, Youth Organisations, Schools, Youthreach and Comhairle na nÓg. The Youth Officer participated on the Education & Learning and Safe & Secure sub-groups, and was chairperson of the Cyber Safety Work Group, that contributed to the CYPSC Children and Young People’s Plan.

### **Youth Officer Information Sessions – DCYA**

The Youth Officer attended information and awareness days with the Dept. of Children and Youth Affairs. Instances of this work incorporated the review and development of the Local Youth Club Grant Scheme and the National Quality Standards for Volunteer-led Youth Groups, Service Level Agreements and Youth Capital Funding. ETB Youth Work Committee provides a vehicle to oversee the fulfilling of the Youth Work functions of the ETB as laid down in the ETB Act 2013. It is a space for Youth Work providers and relevant agencies to work together and develop a Youth Work Plan. The Donegal ETB Youth Officer is a member of the Youth Capital Working Group in DCYA which develops and sources supports for Staffed Youth Projects and volunteer-led Youth Clubs/Groups.



### **Governance and Accountability**

Development of Memorandum of Understanding / Service Level Agreements.

Implementation of recommendations of Value for Money and Policy Review report. Proceed with Brighter Outcomes Better Futures, the National Policy Framework for Children and Young People 2014 – 2020 and progress the National Youth Strategy.

### **Administration of funding:**

€48,226 was administered in small grants through the *Local Youth Club Grant Scheme 2017* to 66 volunteer-led clubs and groups across the county, involving 3,308 young people and 830 youth leaders, for a diverse range of non-formal and in-formal educational programmes and activities.

### **Local Youth Club Equipment Scheme 2017**

An additional once-off grant of €431,375 was provided under the Local Youth Club Equipment Scheme. This grant provided funding of up to €5,500 for 100 volunteer-led Youth Clubs & Groups in recognition of great work carried out in volunteer-led clubs and groups over the years assisting young people, their families and communities. The aim of the grant was to support the work of volunteers, enhance the experience of members, and provide vital equipment to local youth clubs/groups. Grants covered equipment such as: Storage, IT equipment, electrical equipment, sporting equipment, arts and drama equipment etc. The Local Youth Club Grant Scheme, including the Equipment Scheme, were funded by the Department of Children & Youth Affairs.

The following programmes were funded under the Special Projects for Youth, Youth Information Centre, Youth Capital and Local Drugs & Alcohol Task Force schemes from the Dept. of Children & Youth Affairs;

- Daybreak Programme (Donegal Youth Service)
- Letterkenny Youth Information Centre (Donegal Youth Service)
- D.E.C.K. Development Education Youth Project (Foróige)
- Regional Youth Development Scheme (Foróige)
- Donegal Youth Drug & Alcohol Education/Prevention Training Programme (Foróige)
- Drugs Education & Training Programme (Donegal ETB)

Project Progress Reports were completed and returned to Donegal ETB for review by Youth Officer and forwarded to Dept. of Children and Youth Affairs.





## **ETB Youth Work Committee**

In light of the ETB's youth work functions, as identified in the Education and Training Boards Act, 2013, Donegal ETB Youth Work Committee was set up of which two meetings took place in March and December 2017. The main areas of work undertaken in 2017 were the Local Youth Club Grant Scheme, Local Youth Club Equipment Scheme, Peace IV Programme, Youth Work Plan, CYPSC Project and Value for Money Review of Youth Work funding schemes. The Youth Work Committee's role is to make recommendations to the Education and Training Board on the performance of its youth work functions under the Education and Training Boards Act, 2013. The committee brings together members of the ETB itself, along with individuals youth organisations/projects, other state bodies and young people. Mr Geoffrey Browne, Donegal ETB member, is the Chairperson, and Ms Lorraine Thompson, Director of Donegal Youth Services is deputy-Chairperson.

### **North West Regional Drugs Task Force (NWRDTF)**

Donegal ETB is the channel of funding for the Co. Donegal Youth Drug & Alcohol Education & Prevention Project. The programme promoter is Foróige, National Youth Development Organisation. The aim of the project is to support and develop the delivery of high quality drugs education programmes for young people including those at risk aged 10-17 years. The programme promotes healthier lifestyle choices amongst the youth population. The Youth Officer is a member of the Education & Prevention sub-group.

### **Value for Money and Policy Review (VFMPR)**

The (VFMPR) by Dept. of Children & Youth Affairs (DCYA) involved an in-depth scrutiny of three major funding programmes that target disadvantaged young people and are administered by the DCYA.

A mapping exercise of Youth Projects funded under the Special Projects for Youth scheme was undertaken by ETB Youth Officers on behalf of DCYA. This included schemes funded through Donegal ETB. The overall purpose of the reform of the current youth funding programmes is to provide effective support to specific young people in non-formal education settings.

### **Area Profiling Process**

The Value for Money & Policy Review recommends that one targeted scheme should replace the existing funding schemes such as Special Projects for Youth, Youth Information Centres and Local Drugs Task Force Projects and Young People's Facilities & Services. This new Targeted Youth Funding Scheme (TYFS), should be based on evidence of what works and on clear objectives to be achieved for young people. As part of the Targeted Youth Funding Scheme, the Department is developing an area profiling tool that will inform the implementation of the TYFS in ETB areas in 2018. The purpose of the profile is to provide an objective overview of the needs of the 10 to 24-year-old age group in the Donegal ETB area, the levels, types and impacts of services available, and the requirements for youth provision. Donegal ETB was chosen to participate in trialling the profiling tool which commenced in late 2017.

# ETB Awards

Category	School/Centre	Winning Project
<b>STEM</b>	<ol style="list-style-type: none"> <li>1. Mulroy College</li> <li>2. Magh Ene College</li> <li>3. Crana College</li> </ol>	Hatch Rate in Chicken Eggs HPV Parental Survey Exploring Coding
<b>Health and Wellbeing</b>	<ol style="list-style-type: none"> <li>1. Colaiste Na Carraige</li> <li>2. Moville Community College</li> <li>3. Crana College</li> </ol>	Healthy Eating Exercise Intergenerational Knitting Club Stamping on the Stigma
<b>Arts and Culture</b>	<ol style="list-style-type: none"> <li>1. Crana College</li> <li>2. Errigal College</li> <li>3. Finn Valley College</li> </ol>	Laurentic Commemoration Play- Speak My Child Music and Feelings
<b>Innovation and Enterprise</b>	<ol style="list-style-type: none"> <li>1. Magh Ene College</li> <li>2. Abbey VS</li> <li>3. Youthreach Buncrana</li> </ol>	KT Clothing Tasty Project 2017 Wild Atlantic Way Craft Fair
<b>Further Education &amp; Training (FET) Staff Category</b>	<ol style="list-style-type: none"> <li>1. Errigal College</li> <li>2. Community Education</li> <li>3. ETB Administration Offices</li> </ol>	One Voice Choir Kayaking Workplace Wellbeing









# Enterprise Day 2017

Two hundred and fifty young people from twenty-one Schools and Youthreach centres from across the county participated in the event which involved each team developing a product on which they were judged in a Dragon's Den-type set up.

Teams were given a business mentor and an LYIT business studies student to guide them throughout the day. After teams pitched their ideas to the judges, the final three teams then pitched to all participants. This is the fourth year of this event which saw an increase on the number of entries from 2016.

1st	Finn Valley College
2nd	Gairmscoil Mhic Diarmada
3rd	Loreto Secondary School









### **Members of Donegal ETB Audit Committee 2017**

1. Mr Eunan Cunningham, Chairperson (External Member)
2. Mr Philip McGlynn
3. Clr Michael McBride
4. Clr Martin Farren
5. Mr David Alcorn (External Member)
6. Mr Kevin Huston (External Member)

### **Members of Donegal ETB Finance Committee 2017**

1. Mr Geoffrey Browne, Chairperson
2. Clr Gary Doherty
3. Clr Martin Harley
4. Bernadette Ní Dhuibhir
5. Mr Seamus Bradley (External Member)

## Schools

# Schools / Colleges / Centres

Abbey Vocational School, Donegal Town

Coláiste Ailigh, Leitir Ceanainn (GaelCholaiste)

Coláiste Chineál Eoghain (Gaelcholaiste)

Coláiste na Carraige (formerly Carrick Vocational School)

Coláiste Phobail Cholmcille, Oileán Thóraí (Gaelcholaiste and Island School)

Crana College, Buncrana

Deele College, Raphoe

Errigal College, Letterkenny

Finn Valley College, Stranorlar

Gairmscoil Chú Úladh, Béal an Átha Móir (Gaelcholaiste)

Gairmscoil Mhic Diarmada, Oileán Arainn Mhóir (Island School)

Magh Éne College, Bundoran

Moville Community College

Mulroy College, Milford

St Catherine's Vocational School, Killybegs





## Further Education and Training Centres

Ballyshannon

Buncrana

Donegal Town (Drumcliff)

Donegal Town (Ard Scoil na gCeithre Máistir)

Finn Valley Centre for Education

Gort a'Choirce

Letterkenny (Centre for Education)

Letterkenny (Ard O'Donnell)

Letterkenny (Training Centre)

Glengad

Lifford

Milford

Gaoth Dobhair (Training Centre)

Errigal College (PLC)

Finn Valley College (PLC)

St Catherine's VS (PLC)



## Abbreviations and Key Reference

Parent – refers to Parent or Guardian  
Student – refers to Student/Trainee/Learner

ACCS	Association of Community and Comprehensive Schools
ASD	Autistic Spectrum Disorders
CE	Chief Executive
COW	Computer Operated Wizard
CDB	County Development Board
CL	Circular Letter
CPD	Continuous Professional Development
CYPSC	Children & Young People's Services Committee
BTEI	Back To Education Initiative
DES	Department of Education & Skills
DCYA	Department of Children and Youth Affairs
DSP	Department of Social Protection
DEIS	Delivering Equality of Opportunity in Schools
DMEP	Donegal Music Education Partnership
ESF	European Social Fund
ETB	Education and Training Board
ETBI	Education and Training Boards Ireland
FÁS	Foras Áiseanna Saothair
FET	Further Education and Training
HSE	Health Service Executive
ISME	Irish Small and Medium Enterprises Association
ITTC	Information Technology Training Centre
JCSP	Junior Certificate Schools Programme
JMB	Joint Managerial Body (Secretariat of Secondary Schools)
LYIT	Letterkenny Institute of Technology
NALA	National Adult Literacy Agency
NAPD	National Association of Principals and Deputy Principals



NBSS	National Behavioural Support Services
NCSE	National Council for Special Education
NEPS	National Education Psychological Service
NEWB	National Education Welfare Board
NFQ	National Framework of Qualifications
NGB	National Governing Body
NQSF	National Quality Standards Framework
OETC	Outdoor Education and Training Centre
PLC	Post Leaving Certificate
QQI	Quality and Qualifications Ireland
SEN	Special Education Needs
SDPI	School Development Planning Initiative
SLSS	Second Level Support Service
SNA	Special Needs Assistant
SOLAS	The Further Education and Training Authority
SPHE	Social, Personal and Health Education
SSE	School Self Evaluation
TEL	Technology Enhanced Learning
TUI	Teachers Union of Ireland
TUSLA	The Child and Family Agency
UCD	University College Dublin
VTOS	Voluntary Training Opportunity Scheme







Donegal ETB



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Donegal ETB



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Clair Chistí Eorpacha Struchtúrtha  
agus Infheistíochta na hÉireann  
2014–2020

Cómhaoinithe ag Rialtas na hÉireann  
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